

School of Business

Certificate in Business Administration and Computing (Level 3) *Cbac (L3)

Programme Codes: OS9302 MoE: WK2319
Programme Level: 3
Credits: 60
Effective Date: February 2012

These regulations should be read in conjunction with the Institute's Academic Regulations, clause 2 General Programme Regulations.

1. Admission, Entry and Selection

1.1 Candidates are required to have gained:

- 12 credits at NCEA Level 1 in English or Maori, or
- the National Certificate in Business Administration and Computing (Level 2), or
- an equivalent qualification, or
- previous relevant business experience.

1.2 Candidates who do not meet the entry requirements may nevertheless be considered for provisional entry (if aged under 20) or special admission (if aged 20 or over): consult the General Programme Regulations clauses 2.4.5 and 2.3.8 respectively. In such cases entry will be dependent on whether candidates demonstrate a reasonable likelihood of success in the programme. Such candidates are required to demonstrate, in a selection interview, written and oral communication skills adequate for office work training.

1.3 In addition, candidates are required to demonstrate keyboarding skills of approximately 25 words per minute and be able to operate a PC. Candidates who do not demonstrate these skills may be given entry to the programme on condition they enrol in a block module to provide these skills before the start of the programme.

1.4 Where there are more candidates than the number of places available preference will be given to candidates intending full-time study.

1.5 Candidates who have English as a second language are required to have an International English Language Test Score (IELTS) of 6.5, with a minimum of 6.0 in the written band.

2. Formal and Informal Transfer of Credit

2.1. No candidate shall receive formal or informal transfer of credit towards the Certificate in Business Administration and Computing (Level 3) programme of more than 30 credits, which must be at level 2 or above.

2.2. Candidates may apply for formal transfer of credit for National Qualifications Framework (NQF) units that are not offered within the Certificate in Business Administration and Computing - Level 3 programme but are from the same NQF field and level as units offered within the programme. These will appear on the candidate's record of study for the Certificate in Business Administration and Computing (Level 3) programme as unspecified credits.

3. Programme Requirements

- 3.1. Every candidate for the Certificate in Business Administration and Computing (Level 3) shall to the satisfaction of the Academic Board follow a programme of study for a period of normally not less than one semester. Full-time candidates will be enrolled in a programme of study totalling 60 credits.
- 3.2. Every candidate for the Certificate in Business Administration and Computing (Level 3) programme must also meet any attendance requirements set out in individual module outlines.

4. Completion of the Programme

- 4.1 Candidates who have suspended their study in this programme for a period of three or more years, and who wish to resume the programme, may be interviewed to determine whether they have kept up to date with developments in the Business Administration and Computing industry, and if not, may be required to repeat elements of the programme at the discretion of the Head of School or authorised nominee.
- 4.2 A candidate may take up to three years to complete this programme, unless an extension is granted by the Head of School or authorised nominee.

5. Assessment

Assessment in this programme is competency based; therefore, aegrotat consideration is not available.

6. Award of the Qualification

- 6.1. Candidates may be awarded the Certificate in Business Administration and Computing (Level 3) with Distinction if they have achieved 30 merit credits from any of the modules listed in section 7.
- 6.2. Candidates who successfully complete the requirements in section 3 of these regulations will be awarded the Certificate in Business Administration and Computing (Level 3).

7. Schedule of Modules

(Compulsory modules)

Module Code	Module Title	Credits	Level
BS00108	Text Processing 3 (108)	5	3
BS00112	Word Processing 3 (112)	5	3
BS00122	Reception (122)	5	3
BS11815B	Customer Service (11815)	3	3
COC1294B	Be Interviewed (1294)	2	2
COC3488B	Write Business Letters & Memoranda (3488)	6	2
BS02785B	Spreadsheets 3 (2785)	5	3
BS00327	Document Business Transactions (327)	4	2
BS00329	Process Financial Information (329)	4	2
BS00331	Computer Accounting 2 (331) ⊕	5	3
BS00332	Computer Accounting 2 General Ledger (332) ⊕	5	3

BS02787D	Databases (2787)	6	3
BS04251	Manage own Career (4251)	2	2
BS10792	Write Correspondence (10792)	3	1

⊕ These modules are to be studied concurrently.